

CARD ROOM INFORMATION



Information provided by the
Washington State Gambling Commission

This handout is a summary of the rules governing the operation of a card room in Washington State. It contains a paraphrased summary of rules and regulations as of the date on the front page. In cases where this handout and the rules manual do not agree, the rules manual should be considered the correct source document. It will serve as a rules manual for card room employees. CRE's must be allowed to access the manual and the approved internal controls at their place of employment.

YOU ARE RESPONSIBLE FOR KNOWING ALL RULES AND REGULATIONS THAT GOVERN YOUR GAMBLING ACTIVITIES.

Changes to rules and any new rules are published in the WSGC Card Room Connection newsletter in January and July of each year and the Focus on Gambling sent to all card room owners every other month. You are responsible for checking these publications for changes and/or additions to ensure your rules manual remains current.

OVERVIEW

- Topics to be covered:
 - General Gambling Information
 - Criminal Violations
 - General Card Room Information
 - Class E Information - Poker
 - Class F Information – Player Supported Jackpot (PSJ) and Alternative Collection Methods
 - Class HB Information – House Banked (HB)

The owners and management of the card room are required to ensure that employees are adequately trained for their required functions.

GENERAL GAMBLING INFORMATION

230-04-203 Card Room License Type

Type Class	General Description	Fees	House Dealers	Max. Tables	Max. Wager
65-D	General	None	No	5	\$25
65-E	Poker	By Time	Allowed	15	\$25
65-F	Poker - Player Supported Jackpots and alternative fee collections (rake)	Time, Per hand, rake	Required	15	\$25
67-HB	Authorized games, (Black Jack), House-Banked	None	Required	15	\$100

230-02-412 Gambling Equipment Defined

Any device, expendable supply, or any other paraphernalia used in conjunction with or facilitate gambling. Card room gambling equipment includes but is not limited to:

- Gaming chips or checks
- Cards
- Card shuffling devices
- Game layouts
- Ace finders
- Gaming tables
- Accounting systems - Bet totalizers or Progressive jackpot meters

Exemptions: Equipment operated under license classes A, B, C, and D may not be considered gambling equipment.

230-12-335 Control of Gambling Equipment

Prior to selling or buying gambling equipment, a licensee shall ensure that the person receiving or selling the equipment possesses a valid gambling license.

230-12-050 Credit

No licensee, including its members or employees, shall extend credit or make a loan or grant a gift of any kind at any time to a person playing or participating in a gambling activity. For promotional use in public card rooms, licensee may provide free or discounted food, or drink, or merchandise to card players. **Payments will be made by cash, check, or electronic point-of-sale bank transfer only.**

Examples of credit:

- Giving chips without receiving payment in advance
- Third party checks
- Counter checks made by a licensee and not negotiable by a bank
- A person on the bad checklist is allowed to write additional checks, before redeeming other checks

NOTE: THE USE OF CREDIT CARDS FOR DIRECT GAMBLING PURCHASES IS NOT AUTHORIZED.

230-12-080 Rules Manual

Each licensee must maintain a current copy of the rules manual on the licensed premises. It shall be available to any person upon demand. Notification of changes to the rules will be through the bi-monthly newsletter, which is sent to all operators. Attached to the commission's newsletters are the current rule changes. Please remove any rule changes from the newsletter and place them into the appropriate section of your rules manual.

230-04-450 Display of License

All licenses granted by the Commission shall be prominently displayed at the licensed premises in plain view of the players. **Exception:** Class F and HB card rooms may keep employee licenses in a binder inside the cashier's cage. The binder must be available to commission staff at all times.

230-40-450 Pictures to be Posted

The operator of a licensed public card room shall post together with each of the licenses of employees a picture of that employee. Picture shall be of a passport type not less than 2" X 3" and clearly showing a full front facial view of that employee.

230-12-090 Problem Gambling Informational Signs Must Be Posted

Licensees must prominently post problem gambling informational signs at each entrance and exit of their establishments. These signs will be provided by the Gambling Commission free of charge, and contain the toll-free hotline number for the Washington State Council on Problem Gambling. Brochures supplied by the Gambling Commission may be utilized instead of signs.

230-04-280 Notify Local Law Enforcement

Within ten (10) days after issuance of a gambling license and before initially conducting any activity, the licensee shall notify their local law enforcement agency in writing of their intent to operate a gambling activity. See WAC 230-04-280 for details on the information required to be submitted.

NOTE: There are responsibilities for taxation that should be satisfied with the local taxing authority (city or county), as well as the Washington State Department of Revenue and the Internal Revenue Service. Please contact these agencies for specific information on taxation requirements. Failure to make required tax payments to local authorities may result in denial, suspension, or revocation of gambling licenses.

230-04-330 Change of Management

If there is a change in management, directors, officers, or any other person that makes decisions affecting the operation of any gambling activity, the Gambling Commission must be notified in writing within thirty (30) days following the change.

If there is a change of a substantial interest holder (see WAC 230-02-300), the license may be voided. See WAC 230-04-340 for conditions that allow a transfer of a license.

230-04-310 Change of Name

No licensee shall adopt or make a change in his or her given name or trade or corporate name without notifying the Commission at least thirty (30) days prior to the effective date of such change. Each change shall be subject to Commission approval.

230-04-320 Change of Location

Changes in the location of the licensed premises shall not be made without the written consent of the Commission.

230-12-305 Report Loans in Excess of \$2,000

Licensed operators are required to submit any information concerning loans from other than a recognized financial institution, which individually or collectively exceeds a total of \$2,000 during any calendar year. This includes loans from corporate officers and shareholders. The information should be submitted on the next quarterly report.

230-12-310 Reporting Civil, Criminal, and Administrative Actions

The licensee will report to the Commission all civil or administrative actions (except for personal injury, debt collection, adoption, paternity, wage disputes, and non-criminal traffic infractions) filed by or against them (including the president, chief executive officer, chairman of the board, treasurer, partner, any person holding a substantial interest (see WAC 230-02-300), or manager of the licensed activity).

Licensees shall submit a complete copy of original documents and shall also report the final disposition of each case. Notification shall be made with the next quarterly activity report filed or within 30 days of receipt of the notice of the action filed if organization is not required to file a quarterly activity report.

Criminal action notification shall be submitted within 14 days.

230-04-455 Wearing Identification Tags

Employees shall wear an identification tag at all times while working or playing in the gambling activity on the employer's premises. The identification tag shall be a minimum of 3" x 2", and shall display the employee's name and the name of the establishment.

While playing cards off-duty on the employer's premises, the licensed employee must wear the identification tag unless a sign is clearly posted in the card room as follows:

" Employees of this card room may participate in the card games while off-duty as players. Upon your request, the card room floor person will identify any employee playing cards."

230-12-010 Inspection of Premises

Any time a licensed activity is being operated on the premises, the Commission, its representatives, or local law enforcement may enter the premises without advance notice and conduct an inspection of the premises.

Items you must have available for inspection include, but are not limited to:

- Current gambling license and current Gambling Commission rules manual
- Problem gambling signs or brochures
- Accounting records
- Invoices for any purchases, equipment, and other items upon reasonable notification
- Surveillance logs and videos
- Inventory records and equipment
- Cards and chips

CRIMINAL VIOLATIONS

RCW 9.46.153(3) Licensee Responsibilities Regarding Illegal Activities

Licensees, managers, and employees must notify the Gambling Commission if they suspect illegal gambling activity may be occurring on or off the premises. If a licensee, manager, or employee knows an illegal activity is being conducted and fails to notify the Commission and/or the appropriate law enforcement agency, the person risks losing his or her gambling license.

RCW 9.46.0269/9.46.220 Professional Gambling IS A FELONY

The solicitation of players for after-hours, illegal card games or allowing a bookmaking operation to be conducted on the premises is professional gambling. Licensees who allow any unauthorized or illegal activity to occur on their premises are aiding and abetting professional gambling. Operators, managers, and employees have an affirmative duty to ensure that their establishments are not used for the conduct of illegal activities or to solicit participants for illegal activities.

NOTE: In addition to the responsibilities cited above concerning information and/or involvement in illegal gambling activities, operators and licensed gambling employees are reminded that involvement in or knowledge of other types of illegal activity can also be grounds for suspension or revocation of a gambling license.

Bookmaking, after-hours card games, and cheating, are some of the more common illegal gambling activities that might be conducted on a card room premise. These activities are illegal because the people operating them are charging fees to participate or committing fraudulent acts.

RCW 9.46.0213 Bookmaking is defined as “accepting bets...as a business or in which the bettor is charged a fee or “vigorous” for the opportunity to place a bet.” Included in the back of this handout are some examples of the ways a bookmaker records bets and typical publications they use. If you see evidence of these types of documents within your business, it is an indication that a bookmaker may be conducting his business on your premises, and your license will be in jeopardy. In addition, as the owner, you and/or your employees may be subject to criminal prosecution for aiding in the illegal operation. Contact your local Gambling Commission Agent or our Special Investigations Unit if you need assistance in determining whether you are at risk.

Solicitation for “after hours” card games may occur when a patron invites others to play cards at a location other than a licensed card room, such as a private residence or a hotel room. If you learn that the card game involves charging the players a fee to enter the game or taking a percentage from each hand (commonly called a “rake”), the game would be considered an illegal activity. However, card games may be played in a private residence as long as there is no fee collected. Contact your local Gambling Commission Agent or our Special Investigations Unit if you need assistance in identifying or discouraging this activity in your business.

RCW 9.46.196 Cheating Card room Employees operating any scheme to defraud the public or the operator is guilty of cheating. This is most often done by dealers but is applicable to all employees. CRE's who overpay player hand(s) to increase tipping would be committing an act of fraud by cheating the operator and risk criminal prosecution as well as jeopardizing their gambling licenses.

GENERAL CARD ROOM INFORMATION

230-04-140 Licensing Requirements

- Class E, F, and HB card room employees must be licensed by the Commission
- Card room employees must wait 10 days after submission of application to start work; there are some exceptions (see rule)
- Owner/partner/major officer--no additional license required.
- Valid for 1 year
- Transfer of license and additional licenses
 - Fee Required

230-02-415 Card Room Employee

A card room employee is any person who is involved in the operation of social card games when the games involve the collection of fees. A person who performs at least any of the following functions shall be designated as card room employee:

- Collecting fees
- Dealing
- Supervising: Pit Boss, Floor Person, etc.
- Cashier: Selling and Redeeming Chips
- Surveillance and Security
- Accounting of card room funds
- Controlling keys to secure areas
- Game starters

230-04-142 Beginning/Terminating Employment

The card room operator is required to notify the Commission upon beginning and terminating or changing employment of a card room employee. The notification will be made in writing within ten (10) days of the action.

230-40-010 Social Card Games – Rules of Play

Only card games that have been specifically authorized may be played in public or social card rooms. Social card games shall be played in the following manner:

- The game must be played with one or more standard decks of cards or with approved electronic facsimiles
- Players compete against other players on an equal basis or the licensee for house-banked games
- Each player receives their own hand and is responsible for decisions for that hand;
- Players shall not place wagers on any other player's or the house's hand. No side bets between players allowed; the following wagers are allowed:
 - Insurance bets
 - Tip wager
 - Envy wager which allows a player a prize if another player wins a jackpot or odds wager
- No more than two separate games shall be played with a single hand of cards; bonus features and progressive jackpots are considered a game; envy bets are not considered a separate game
- The rules of play for each specific game shall be maintained and available for review, any rules related to wager or prize pay out restrictions shall be clearly posted in the immediate area of the games

230-40-030 Number of Tables and Player Limitation

No public card room shall allow more than fifteen separate tables to be operated on premises. No licensee shall allow more than ten players for nonhouse-banked card games and seven players/spots for wagering for house-banked card games to participate at any one table at any given time. Each table shall be permanently marked and readily identifiable.

230-40-225 House Dealers Allowed

Any licensee may furnish a dealer in any game played on the licensed premises. Dealers shall have no financial interest, directly or indirectly, in the outcome of such game and shall not otherwise participate or play in the game. House-banked card games, PSJ contests, or games authorized to assess fees must have a dealer. Any licensee that collects fees based on time does not need to use a house dealer.

230-40-070 Licensee to Furnish All Cards, Chips and Other Services

Each public card room shall furnish the following:

Chips

- Must include house name or logo, chip value, and produced by a licensed manufacturer, and purchased from a licensed manufacturer or distributor.
- Exemption: The director may exempt Class E licensees licensed for five or fewer tables and meeting some additional requirements.

Cards

- Must include the house name or logo, and be produced and purchased by a licensed manufacturer, or purchased from a distributor
- Exemption: Class E licensees with five tables or less.

Bank

- Shall sell chips to all players
- Redeem all chips at the value sold
- House-banked must sell chips at gaming tables only
- Chips must be sold for cash only, no credit

230-40-120 Limits on Wagers in Card Game

House rules establishing wagering limits for each type of game shall be posted in plain view of the players. Wagering limits set by the commission shall not be exceeded in any card game. Single wagers may be made on each separate element of chance. **See WAC 230-40-120 for complete requirements on limits for wagers.**

230-40-130 Wagers to be made with Chips only

All wagers and fees to play a card game made in connection with a card game shall be made with chips furnished by the licensee. House-banked card games may use coins with a value of fifty cents or twenty-five cents. Coins with a value of less than twenty-five cents may be used for pai-gow poker games. . **NO** chips from other card rooms may be accepted.

230-40-200 Players to Compete on Equal Terms

Players in card games shall compete on equal terms with all other players in the games and solely as a player. The deal in nonhouse-banked card games shall be passed from player to player unless the tables uses a house center dealer per house rule.

230-40-400 Hours for Card Games – Procedures for Changing Hours

- Must be shut down for at least 4 consecutive hours: between 2:00 a.m. – 6:00 a.m.
- Hours **may** be adjusted with director's approval; certain conditions apply
- The licensee must observe a four-hour period of closure at the end of each business day before beginning the next period of operation
- The food & drink business must be open during all gaming operation hours
- At all times during the hours of operation, a licensed card room employee must be on duty.

230-12-053 Acceptance of Checks

Checks shall be dated the same day it is offered and fully negotiable upon acceptance by the licensee. Each receipt of chips is considered a separate transaction. Checks shall not be a third party check drawn on an individual's personal account, a counter check offered by the licensee, or from a player who has a balance owed to the licensee from a previous (NSF) returned personal check. However, this shall not apply to a licensee who utilizes a check guarantee and collection service.

230-40-250 Licensee Responsibility to Prevent Cheating

It is the responsibility of the licensed owner and his employees to prevent cheating and to take the necessary steps to prevent unauthorized or illegal play by participants.

230-40-320 Age Limit and Intoxication

Minors or intoxicated person shall not play cards or provide services for the game (Minor shall mean anyone under the age of 18). It shall be the responsibility of the licensee and of the person who physically operates the card game to determine that no unauthorized person is allowed to participate in any manner of playing or providing services for any card game.

230-50-010 Adjudicative Proceedings

The commission shall afford an applicant for a gambling licensee, an opportunity for an adjudicative proceeding prior to denying such application, and shall afford a licensee the opportunity for an adjudicative proceeding prior to suspending or revoking a license. **See WAC 230-50-010 for complete requirements.**

CLASS E INFORMATION

POKER



230-40-010 Social Card Games - Rules of Play -- Authorized Games

Nonhoused-banked card games shall only be played in the manner stated in *The New Complete Hoyle, Revised, Hoyle's Modern Encyclopedia of Card Games*, or similar book on card games. The following nonhoused-banked card games are authorized:

- Poker
- Hearts
- Pinochle
- Cribbage
- Rummy
- Panguingue (Pan)
- Pitch
- Bid Whist
- Other games or modifications to approved games may be approved by the director. Requests must be submitted in writing.

230-40-120 Limits on Wagers in Card Game

Nonhouse-banked Games:

- Poker – No more than 5 betting rounds
- Maximum of 4 wagers per round (bet plus three raises)
- Maximum single wager shall not exceed \$25.00

NOTE: EMPLOYEES MUST PURCHASE CHIPS IN THE SAME MANNER AS THE PLAYERS.

230-40-130 Wagers to be made with Chips Only

All wagers and fees to play a card game shall be made with chips furnished by the licensee.

230-40-050 Fees for Nonhoused-Banked Card Playing

The following are authorized methods of assessing fees for playing social card games, and only one method of fee assessment may be used at any given time:

- Fees based on the period of time - not more than \$10 per hour
- Fees for each hand played – not more than \$1 per hand, per player

Fees shall be collected by the licensed card room employee, in the following manner:

- Fees assessed on a period of time shall be collected directly from each player by a licensed card room employee. Collections shall be made at least once per hour. All fees shall be recorded immediately upon collection. Keep card room funds separate and do not commingle funds.
- Fees assessed on a per hand basis and placed in a designated area of the table and collected by dealer before cards are dealt; the dealer shall deposit all chips or coins in the chip rack or drop box
- The licensee shall collect the same fee from all players at the table.
- Game starters allowed in nonhouse-banked games.
- Card room owners and players may play for free if fees are based on time.

230-40-052 Daily Card Room Records-Class E Poker Rooms

Minimum daily records shall include:

- Date and time fees are collected, card games operated
- Amount of fees collected at each table, total drop from locked drop boxes
- Gross receipts for operating day, per table
- Number of players at fee collection time
- Record of employees and hours worked
- Schedule of Additions/Withdrawals to cardroom cash
- Tournament records
- **Must** prepare a detailed record covering each day of operation
- **Must** be in ink or other permanent form

ALL RECORDS DESCRIBED ABOVE WILL BE KEPT FOR AT LEAST THREE YEARS

Note: If a PSJ is offered, licensee must have a Class F license. If there is other fee collection methods used, or more than five tables are offered for play, then there are other record keeping requirements to be met.

CLASS F INFORMATION

PLAYER SUPPORTED JACKPOT And Alternate Collection Method



A player-supported jackpot (PSJ) is a separate contest of chance directly related to the play and/or outcome of authorized nonhouse-banked card games but which is not a card game itself.

230-40-120 Limits on Wagers in Card Games

Nonhouse-banked games:

- Poker - No more than 5 betting rounds
- Maximum of 4 wagers per round
- Maximum single wager shall not exceed \$25.00
- Maximum fee assessed for PSJ is \$1.00 per game (pot)

230-40-050 Fees for Nonhoused-Banked Card Playing

The following are authorized methods of assessing fees for playing social card games, and only one method of fee assessment may be used at any given time:

- Fees based on the amounts wagered during a hand (rake) – not to exceed \$5 per hand or 10% of the total wagers; which ever is less
- Fees shall be collected by the licensed card room employee, in the following manner:
- Fees assessed on a per hand basis and placed in a designated area of the table and collected by dealer before cards are dealt; the dealer shall deposit all chips or coins in the chip rack or drop box
- Fees assessed on the amount wagered during a game shall be collected by the dealer during the play of the hand and placed in the designated area of the table. After the maximum fee is collected the dealer shall spread the chips or coins to allow players and surveillance the ability to verify the amount collected, and deposited into chip rack or drop box.

230-40-600 Authorized Procedures for PSJ

Player-supported jackpots shall be tightly controlled and shall not be operated prior to approval by the director.

The request shall be in writing and include at least the following:

- A detailed description of the game
- All internal control procedures for the game and accounting for fees and prizes
- All rules of play
- The name of the prize fund custodian
- Any changes to the approved game must be submitted for approval prior to implementation

230-40-615 Nonhouse-Banked Card Games – Administrative/Accounting Control

Licensees conducting PSJ activities shall assure the activities are closely controlled. PSJ licensee shall comply and establish a system of administrative and accounting controls that requires the following:

- Trained personnel
- Segregation of duties
- Fee collection and fund safeguarding procedures
- Security and supervision requirements

The licensee shall have adequate licensed employees:

- At least one supervisor per five tables
- The licensee must have at least two licensed card room employees in the card room at all times the PSJ schemes are in play

230-40-610 Player-Supported Jackpot – Restrictions-Manner of Conduct

A player-supported jackpot is a separate contest of chance directly related to the play and/or outcome of authorized nonhouse-banked card games but which is not a card game itself. Card rooms with a Class F or HB (house-banked) license may establish a prize fund for the purpose of operating a PSJ for non-house-banked card games.

A PSJ must meet the following requirements:

- Funding of a PSJ: A licensee may provide house funds to establish a PSJ. The start-up funds shall not exceed five thousand dollars per PSJ.
- The licensee may assess a portion of player's wagers for a jackpot prize and shall not exceed one dollar per hand or game for each PSJ. This assessment shall be separately collected using the rake method.
- The licensee acts as custodian of the PSJ funds, including any interest earned on this money, and maintains no legal right to the funds. All PSJ funds shall be awarded as prizes. An administrative fee not to exceed ten percent (includes any banking fees incurred) of the collected PSJ amount may be taken
- Each licensee shall designate at least one PSJ fund custodian who is responsible for safeguarding and distributing the funds. The custodian shall have signature authority for prize fund bank accounts.
- A separate PSJ bank account must be established by the licensee
- Prize amounts paid in cash shall not exceed \$500. Prizes paid by check must be done within 24 hours and shall provide a duplicate copy of the check and shall not be cashed on the licensee premises.
- A record of all prizes paid shall be maintained in a format prescribed by commission and shall include:
 - For prizes less than one hundred dollars, a system of accounting denoting each individual prize may be utilized.
 - For prizes in excess of one hundred dollars, the following information shall be recorded on a prize record.
 - Include the following:
 - full printed name
 - date of birth
 - street address
 - type of identification reviewed
 - amount of the prize awarded
 - description of the winning hand
 - time and date awarded
 - supervisor's and dealer's initials
- For prizes of five hundred dollars or more, the dealer shall fan the winning hand in view of the surveillance camera. The cards shall be collected and sealed with the prize record. The winning hand and remaining deck shall be maintained on the premises as part of the daily, card room records for a period of seven days.
- Owners and on-duty card room employees must turn their cards face up at the end of each game so they may be observed by other players at the table and surveillance if:
 - a) Playing in a game with a PSJ;
 - b) The prize is not based upon a predetermined hand; and
 - c) There is a qualifying hand at the end of a game (such as a "bad beat" hand).
- All card games offering a PSJ must utilize a house dealer.
- In the event the organization discontinues a PSJ, the balance of all PSJ accounts will be awarded within 60 days through an approved promotion or card tournament of the same game under which the PSJ was originally accrued.

- In the event a licensee ceases to operate a card room, or fails to maintain a valid card room license, all funds associated with the PSJ shall be distributed to the WA State Council on Problem Gambling.
- House rules to include administrative fees collected shall be posted in a location readily visible by all players and disclose the conditions under which prizes may be won, the prize amount, the cost to participate, and any other conditions which may affect the outcome of the game.
- If a dispute arises involving the outcome of a PSJ, the licensee shall preserve the video recording, the winning hand and remaining deck, and all records for the game where the dispute occurred and shall notify commission staff within twenty-four hours.
- The licensee shall document the following:
 - The names, addresses, and phone numbers of all players, card room staff and any witnesses involved.
 - Amount of the advertised PSJ and
 - A full description of the circumstances surrounding the dispute.
- All disputes involving a PSJ will be investigated by commission staff with a report submitted to the director.
- During the course of dispute resolution, the commission may become the temporary custodian of any and all prize funds. The PSJ will be suspended until the dispute is resolved.

230-40-625 Closed Circuit Television System Requirements and Procedures

Each gaming table offering a PSJ shall be required to install a closed circuit television system (CCTV).

- All activities related to the operation of card games shall be closely monitored. Critical activities related to player-supported progressive prize contests and assessment of fees based on amounts wagered (rake method) shall be monitored by use of a closed circuit television system and a video recording.
- Licensees offering PSJ must closely monitor the count of the fees collected and deposited into the drop boxes
- All video recordings must be maintained for a minimum of seven days

230-40-630 Count procedures

The following requirements shall be met in accordance with the counting of the drop boxes:

- The count shall occur at a specific time that has been reported to the commission
- All fees shall be counted at least once a day
- At least two licensed employees shall be present and conducting the count. All figures shall be recorded on the count slip for each drop box
- The surveillance requirements of WAC 230-40-625 must be met
- An entry shall be made in the daily card room record for each table and each type of fee collected.

230-40-608 Player-Supported Jackpot Funds – Deposit Requirements

- Each licensee conducting PSJs shall protect and ensure proper accountability as follows:
 - Each licensee shall maintain a bank account for holding PSJ funds. The funds must be separate from all other accounts.
 - Only receipts from the PSJ shall be deposited into the account
 - No expenditures shall be made from the receipts of any PSJ until the receipts have first been deposited. The licensee may pay out prizes won during the operating day and deduct administrative expenses prior to deposit
 - Receipts from the operation of PSJs which are being held pending disbursement shall be deposited in the account within two banking days of the date of collection
 - All deposits shall be specifically identified by type of fund and dates of collection
 - At the end of each month, the account balance per the bank statement shall be reconciled to the PSJ fund balance. The reconciliation shall be kept as a part of the records.

230-40-052 Daily Cardroom Records-Class F with PSJs

- Type of card games operated that day
- Assessment method and fee
- Amount of fees collected at each table, total drop from locked drop boxes
- Gross for operating day, per table, by assessment method
- Number of players at fee collection time
- Record of employees and hours worked
- Schedule of Additions/Withdrawals to card room cash
- PSJ daily accrual
- Cash collection count sheets
- **Must** prepare a detailed record covering each day of operation
- **Must** be in ink or other permanent form

230-08-040 Sales Invoices Required – Minimum to be Recorded

Information on sales or transfer of gambling equipment shall be required for the following:

- Card room Forms
- Type of Form and quantity of forms
- Beginning/ending serial numbers

All other gambling equipment

- Trade name of device and type of device
- Serial number and WSGC stamp number

All invoices and receipts must be maintained for three years

CLASS HB INFORMATION

HOUSE BANKING



230-40-800 Operating Rules for House-Banked Card Games

Licensees that operate house-banked card games shall establish rules and procedures for each card game played. The following apply:

- House-banked shall not be operated prior to approval
- All house-banked card games shall be dealt from a shoe or shuffling device
- The licensee shall submit all rules governing the card games
- Characteristics of the cards, chips gaming tables and layouts, dealing shoes, shuffling devices and other equipment required

Rules for each authorized game, shall include:

- Procedures for play
- Minimum and maximum permissible wagers
- Shuffling, cutting, and dealing techniques, as applicable
- Dealer take and pay procedures
- Payout odds on each form of wager including maximum player or aggregate prize restrictions
- Procedures for irregularities
- Rules for playing and betting for each game must be posted
- Details of all promotions and schemes to promote the card games

230-40-815 House-Banked Card Games – Administrative/Accounting Control Structure

Each licensee operating a house-banked card game shall ensure all games are closely controlled and operated fairly according to the rules. The licensee shall have a system of internal controls designed to provide reasonable assurance of the reliability of the records and the assets are safeguarded.

The licensee shall, at a minimum, establish the following independent departments:

- Surveillance
- Security
- Gaming operation
- Accounting

230-40-010 Social Card Games – Rules of Play

Social card games shall be played using rules and procedures as stated in this section. Only card games specifically authorized may be played in public card rooms. Social card games shall be played in the following manner:

- The game must be played with one or more standard decks of cards or with approved electronic card facsimiles
- Players compete against other players on an equal basis or the licensee for house-banked games
- Each player receives their own hand and is responsible for decisions for that hand
- Players shall not place wagers on any other player's or the house's hand. No side bets between players allowed; the following wagers are allowed:
 - Insurance bets
 - Tip wager
 - Envy wager which allow a player a prize if another player wins a jackpot or odds wager
- No more than two separate games shall be played with a single hand of cards; bonus features and progressive jackpots are considered a game; envy bets are not considered a separate game
- The rules of play for each specific game at the licensee shall be maintained and available for review; any rules related to wager or prize pay out restrictions shall be clearly posted in the immediate area of the games;

- The director may approve games in which the determination of whether a player wins or loses depends upon one or more of the following:
 - The player's hand is specific for:
 - A pattern or ranking of cards
 - Combination of cards
 - Value of cards
- The player has a higher ranking than the house dealer

230-40-040 Fees for House-Banked Card Games

No person shall be charged a fee, directly or indirectly, to play house-banked card games. A licensee may collect a commission of **not more** than five percent from a winning hand.

230-40-120 Limits on Wagers in Card Game

House rules establishing wagering limits for each type of game shall be posted in plain view of the players. Wagering limits set by the commission shall not be exceeded in any card game.

House-banked card games:

- Licensees shall not allow a single wager to exceed one hundred dollars;
 - Bonus wagers for progressive jackpots shall not exceed one dollar;
- Single wagers may be made on each separate element of chance.

230-40-805 House-Banked Progressive Jackpot Prizes

- The progressive jackpot is based on a separate wager by a player, part of which accrues to a progressively increasing prize. A player wins the jackpot prize based on achieving a predetermined pattern or combination of cards.
- The progressive jackpot prize shall be prominently displayed at each table
- If the licensee has established a maximum limit on the progressive jackpot prize, this limit must be conspicuously posted at or near the game.
- A licensee shall not reduce the amount of a progressive jackpot prize, except as authorized.

230-40-810 House-Banked Card Games-Odds Based Wagers-Restrictions-Procedures

A licensee may establish payout limits for odds based wagers at house-banked card games. Limitation on odds based wagers are allowed if the following are met:

- All payout limits, procedures for computing and disclosing limits to players shall be approved by the commission;
- Any limits to individual player's winnings shall not be less than the higher of the following calculations:
 - The maximum wager allowed for the game, times fifty to one odds: $\$100 \times 50 = \$5,000$

OR

- The minimum required wager for the game, determined by house rule, times the highest odds offered for any wager in the game; Minimum wager, (\$10) times maximum odds 1,000= \$10,000.
- Any limits applied in aggregate to payments to all players in a game for winning wagers shall not be less than two times the individual player limit computed above.
- The licensee shall clearly disclose any limits to per player or aggregate on the table layout.
- The licensee shall clearly disclose all procedures for computing any per player or aggregate payouts.

230-40-855 Acceptance of Tips from Patrons for House-Banked Activities

Licensees may allow selected employees to accept tips from patrons. The following restrictions and procedures apply:

- Employees who have management, supervisory, accounting, security, or surveillance duties ***shall not*** solicit or accept tips
- Dealers and cashiers may accept tips
- Dealer must display tip before depositing into tip box
- Tips to the cashier shall be deposited directly into the tip container by the patron
- Tips shall be retained by employee or pooled among employees
- Policy must be in place for the proper accounting and reporting of tips

230-40-860 Table Inventories and Procedures for Opening Tables for House-Banked Card Games

Procedures shall be established to ensure proper accountability of gaming chips and coins stored at gaming tables, and for beginning play at such tables.

The following restrictions and procedures apply:

- Each gaming table shall have an amount of chips and coins in a chip rack, which is known as the “table inventory”
- No additions or removals of the table inventory is allowed during the gaming day except:
 - In exchange for cash
 - Pay winner/collect losing wagers
 - Exchange chips for equal value chips
 - Credit and Fill slips

Opening Table:

- Each gaming table shall have an Inventory Slip stored within the locked container, which is visible from the outside of the container
- All chip rack covers shall be secured to the gaming table by means of a lock; keys to the lock shall be maintained by gaming operations and shall not be accessible to any cashier's cage personnel, or person responsible for transporting such inventories to or from tables

Procedures to Open Tables:

- Chip rack cover shall be unlocked by a gaming operations supervisor
- Dealer shall count all chips/coins within the chip rack
- Dealer shall compare amounts recorded to the opener found within the chip rack
- “Opener” shall be signed by the dealer and supervisor
- Any discrepancies shall be reported on a notification of errors form
 - Discrepancies shall be reported immediately to the gaming manager in charge
 - Accounting shall maintain a log containing the notification of error slips
 - The licensee shall notify the commission within twenty-four hours of errors of two hundred dollars or more or if there is a pattern relating to regular shortages
- Upon agreement, the “opener” shall be deposited into the drop box attached to the gaming table

230-40-850 Procedures for Purchasing Gaming Chips

- Gaming chips may only be purchased at a gaming table
- Spread cash on top of table in a manner which allows customer, supervisor, and surveillance to view the transaction
- Announce the exchange
- All cash changes of one hundred dollars or more shall be verified by the supervisor
- Prior to giving chips to the patron, the dealer shall prove each denomination of chips to the patron
- Equivalent amount of chips are placed beside the cash
- Chips are pushed to customer and cash is placed in the drop box

230-40-865 Procedures for Distributing Gaming Chips and Coins-Request and Fills

Gaming chips shall be distributed to the gaming tables with adequate security, control, and accountability.

- A “request for fill” is prepared by the supervisor
- Only gaming operations supervisor has access to “request for fills”
- The “request for fill” is a two part form
- Original “request for fill” is taken by security to the cage
- Duplicate copy of “request for fill” placed on gaming table in view of surveillance (face up)
- Signature of supervisor and security personnel

230-40-865 Fill Slip Form Requirements

- **Must** be pre-printed three-part form
- **Must** be serially pre-numbered
- **Must** be used in sequential order
- The following information shall be recorded on a “fill slip”- date, time, shift of preparation, and denomination of chips to be distributed:
 - Total of denomination
 - Game and table number
 - Cashier prepares “fill slip”
 - Signature of security personnel
 - Security transport “fill” to the table
 - Dealer verifies the amount of “fill” , and along with supervisor signs “fill” slip
 - Duplicate copy of “request for fill” and “fill” slip are deposited in the drop box by the dealer
 - After Security personnel observes the duplicate copy of the “request for fill” and “fill” slip placed in the drop box, original “request for fill” and “fill” slip are transported to the cage
- Each “fill” slip shall be controlled and accounted
- Third copy must remain in dispenser in a continuous, unbroken form
- Access to third copy restricted to Accounting Department. Security may access in the event the dispensing machine has a paper jam and accounting is not on-site.
 - Third copy must be removed by Accounting on a daily basis, and shall be agreed with the original and duplicate copy
 - Secured by the cashier cage
 - Preparer shall void errors by marking “**VOID**” on both the original and duplicate copies and sign the form

230-40-870 Procedures for Removing Gaming Chips/Coins-Requests and Credits

Gaming chips shall be removed from the gaming tables with adequate security, control and accountability.

- Supervisor prepares a “request for credit”
- Only the gaming operations supervisor shall have access to the “requests for credits”
- The following information shall be recorded on a “request for credit”- date, time, shift of preparation, and the denomination of chips to be distributed:
 - Total of denomination
 - Game and table number
 - Signatures of supervisor and dealer assigned to the gaming table
 - Signature of security personnel
- Duplicate copy of “request for credit” is placed on gaming table in view of surveillance (face up)
- Security personnel pick-up chips and the original copy of the “request for credit” and transports it to the cashier’s cage
- Cashier counts chips and prepares a “credit slip”

230-40-870 Credit Form Requirements

- **Must** be pre-printed three part form
- **Must** be serially pre-numbered
- **Must** be used in sequential order
- Each shall be controlled and accounted
- Credit slips shall be secured by the cashier's cage
- Third copy must remain in dispenser in a continuous, unbroken form
- Access to third copy restricted to Accounting Department. Security may access in the event the dispensing machine has a paper jam and accounting is not on-site.
- Third copy must be removed by Accounting on a daily basis, and shall be agreed with the original and duplicate copy
- Cashier shall sign the "credit" slip
- Security personnel shall sign the "credit" slip
- Security personnel transports original and duplicate copy of "credit" slip to the gaming table
- Signatures of dealer and supervisor obtained
- Original of "credit" returned to cashier's cage to be maintained with the original "request for fill"
- Duplicate of "credit" placed in drop box
- Preparer shall void errors by marking "**VOID**" on both the original and duplicate copies and sign the form

230-40-875 Procedures for Closing Gaming Tables

Requirements for table inventory slips shall be:

- Three-part form
- Serially pre-numbered form
- The following shall be recorded on the form:
 - Date and identification of the shift
 - Game and table number
 - Total value of each denomination of gaming chips and coins
 - Total value of all denominations of gaming chips and coins
- Procedures shall be followed for closing gaming tables that ensures proper accountability of gaming chips and coins.
- Chips and coins remaining in the chip rack shall be counted by the dealer and observed by the supervisor
- Amounts counted shall be recorded on a table inventory slip and signed by the dealer and supervisor
- The entire count and closure process shall be monitored and taped by the surveillance department
- The "closer" original shall be deposited into the drop box.
- The "opener" duplicate is placed into the chip rack in a manner which will allow it to be seen through the rack cover
- The triplicate (third copy) is given to security personnel and transported directly to accounting or cage
- The chip rack cover is placed over the rack and locked by the supervisor

230-40-840 Drop boxes – Requirements

All card room operating house-banked card games or collecting fees utilizing the drop box as a collection method shall meet the following requirements and procedures:

- Each gaming table shall have attached to it a metal container known as a "drop box" into which all cash, duplicate fill and credit slips, requests for fills and credits and the table inventory forms shall be deposited
- Each drop box shall have the following:
 - A lock securing the contents

- A separate lock securing the drop box to the table
- An opening for which currency, coin, forms records can be inserted
- Permanently imprinted and clearly visible number corresponding to the number on the gaming table to which it is attached
- All drop boxes removed from the gaming tables shall be transported directly to the count room and secured by one security department member and one employee from the gaming operation department
- All drop boxes not attached to a gaming table, shall be stored in the count room in an enclosed storage cabinet or trolley and secured by two separate keyed locks. One key shall be maintained and controlled by the security department and one key maintained and controlled by the gaming operations department
- The security department shall notify the surveillance department whenever the drop boxes are removed from the gaming tables
- The contents of the drop boxes are to be removed from the gaming tables to be counted and recorded, at a minimum, at least once each gaming day

230-40-830 Cashier's Cage - Requirements

All cash, cash equivalents, and chips related to the operation of card games shall be closely controlled and records maintained documenting receipts and disbursements. Each card room shall maintain a cashier's function whose responsibility shall be to secure and account for all chips and monies in the gaming operation.

At a minimum the following restrictions and procedures apply:

- All cash and chips shall be secured and accounted for within cashier's cage
- Must be adjacent to the gaming floor
- Must be designed to provide maximum security
- Must be totally enclosed, except for opening through which paper, chips, etc. can be passed
- Must have manually triggered silent alarm connected directly to the surveillance room
- Access through a locked door, which is under constant closed circuit television coverage
- Access limited to authorized personnel
- Accounting department shall have a list posted of personnel authorized to enter
- Entry into the cashier's cage is documented by use of a log
- Log shall contain the name, title, time entering and exiting, and date of entry
- Completed signature cards shall be maintained in a dated card file, sorted by department, listed alphabetically by name on file, and in the accounting office with a copy in the cashier's cage

230-40-833 Cashier's Bank and Reserve

All card room licensees with house-banked card games or player-supported jackpots shall maintain sufficient funds to meet all cash out and prize payout requirements.

- Cashier's cage must be maintained on an "Imprest" basis
- Must have a cash reserve maintained in a safe or vault in addition to the "imprest" amount
- Shall have sufficient cash on hand to redeem all chips and payout all prizes

Failure to maintain sufficient funds to redeem chips, pay prizes, or redeem gaming related checks shall be evidence of fraud.

230-40-835 Accounting Controls for Cashier's Cage

Cashiers shall be responsible for at least the following:

- Receive cash, checks, and gaming chips from patrons
- Exchange chips for cash
- Receive chips and coins from gaming tables
- Issue chips and coins to the gaming table
- Prepares credit and fill slips
- Receive cash from the count room
- Inventory the cage and reconcile the closing amounts to the opening amounts
- Prepare and sign
 - Cashier's count sheet
 - Cage inventory count sheet
- At the conclusion of the gaming day all cage documentation shall be forwarded to the accounting department for agreement

230-40-845 Procedures for Exchange of Checks Submitted by Gaming Patrons at Cashier's Cage

The cashier shall ensure that checks submitted to the cashier's cage are subject to the following restrictions and procedures:

- Restrictively endorse the check "for deposit only"
- Initial check
- Date and time stamp check
- Verify patron is not on NSF list
- Examine patron's identification

All checks shall be deposited into the licensee's bank account within two banking days after receipt.

All returned checks shall be returned and controlled by the accounting department.

Records of returned checks shall include:

- The date of the check
- Name of drawer
- The amount of the check
- Date the check was dishonored
- The date and amount of any collections received

At a minimum the cashier shall maintain a log of dishonored checks that includes the name of the person who submitted the check. Such a person shall be prohibited from submitting additional checks until the amount owed is paid in full.

230-12-050 Extension of Credit

No one shall extend credit, make a loan, or grant a gift to a player

The following are allowed:

- Free or discounted food, drink, or merchandise
- Free play as defined in WAC 230-40-050 (7)
- "Free roll" tournaments

230-40-880 Count Room Requirements

Count room is required to disclose start time of count and maintain a log-in sheet.

All card room operators offering house-banked card games shall be required to maintain a secured area for the counting of gaming chips, coin, and currency.

The following requirements, restrictions, and procedures apply:

- A room specifically designed for and used as a room for counting the contents of drop boxes
- **Must** be fully enclosed, with only one entry
- **Must** provide maximum security

- **Must** have at least one lock securing the inside of the count room door, key or combination shall be maintained and controlled by security. If a double locking system is used, the gaming operation department shall maintain a second key.
- The gaming operation department or security shall establish a sign-out procedure for all keys removed from the security department
- Must have an alarm device connected to the entry causing a signal in the surveillance room when the door is opened
- Located within the count room shall be:
 - Clear glass or similar material table to count contents on
 - Closed circuit television cameras
 - Microphone
 - Sign regarding video/audio surveillance
 - Sign-in Log

230-40-885 Counting and Recording Contents of Drop Boxes-Procedures

The contents of drop boxes shall be counted and recorded to ensure proper accountability of all chips, coins, and currency. The count shall be performed by employees with the following conditions:

- Not in a position to perpetrate or conceal errors in a normal course of their duties
- Anyone both recording transactions and having access to the relevant assets is in a position to perpetrate errors or irregularities
- Prior to the start of the count, the door to the count room shall be securely locked, and no person shall be allowed to enter or leave the count room
- Surveillance shall be notified prior to the start of the count and make a video and audio recording of the entire process
- Contents of the drop boxes shall not be mixed prior to counting and recording of each drop box
- Count team member shall announce the game and table number marked on the box
- The contents of each drop box shall be emptied and counted separately on the count table
- The inside of the drop box shall be viewed by surveillance and a count team member shall confirm the drop box is empty
- Contents segregated by denominations
- Contents are counted separately by two count team members
- All counts shall be in full view of the surveillance camera
- Third count team member shall record count on the "Master Game Report"

230-40-885 Master Game Report

- The total of the currency and coin count
- The amount of the opener and closer
- The serial number, amount of each fill, and the total amount of all fills
- The serial number, amount of each credit, and the total amount of all credits
- The win/loss
- Upon completion and recording of all drop boxes, each count team member must sign the "Master Game Report"
- Total count shall be verified, in the presence of the count team, by a member of Accounting or Cashier without benefit of the count paperwork, after verification the verifier will sign the MGR

230-40-885 Disposition of Accounting Records

Upon completion of the count the following documents shall be immediately forwarded to the Accounting Department:

Original of the Master Game Report; Request for fill/credits; Fill/Credit Slips; Table Inventory Slips

These documents on a daily basis, in the Accounting department shall be:

- Compared for agreement with each other, on a test basis, by persons with no recording responsibilities to triplicates or stored data
- Review the signatures on a test basis
- Account for forms by series number
- Test for proper calculations, recording
- Maintained and controlled by Accounting department

230-40-052 Daily Card room Records

- **Must** prepare a detailed record covering each day of operation in the prescribed format
- **Must** be in permanent ink or other permanent form

Minimum daily records shall include:

- Date and time fees collected, card games operated
- The gross amount received from fees collected on each operating day, per table,
- Record of employees and hours worked
- The total drop which includes all cash placed in the drop boxes and the net win or loss by the table and game type from house-banked card games.
- Daily records will include a reconciliation of all fees collected during the gaming day for each card game operated and will include the following:
 - Name of the licensee
 - Date of activity
 - Hours of operation
 - Beginning and ending balances of all chips and cash
 - Printed name and signature of person(s) preparing records
 - Other daily records as required for specific card room activities
- **Records shall be maintained for a period of not less than three years. At least the past six months of records must be available on premises. All other records shall be available within forty-eight hours upon request.**

230-40-808 House-Banked Card Games-Prizes-Deposit Requirements

Each licensee conducting house-banked card games shall ensure sufficient funds are available to pay prizes offered.

Funds shall be controlled as follows:

- Each licensee shall maintain a separate bank account for holding jackpot prizes.
- Amounts accrued for the progressive jackpot shall be deposited into the jackpot prize account at least weekly
- The licensee shall maintain in an account an amount equal to the total of all individual prizes offered which exceed twenty-five thousand dollars; the highest wager allowed shall be used in computing the individual prize amount to determine deposit requirements
- Anytime the prize amount is reduced below the level required, the licensee shall cease operating games until they are in compliance
- Records of all deposits shall specifically identify game name, number and dates of collection for progressive prizes
- At the end of each month, the account balance per bank statement shall be reconciled to the jackpot balances; the reconciliation shall be kept as part of the records

230-08-160 Quarterly Activity Reports for Card rooms

The report shall include the following:

- Gross gambling receipts
- Full details of all card room employees paid
- Full details of all other expenses
- Net gambling income
- Normal days and times of operation
- Total hours the card room was open during the period
- To be received or postmarked no later than thirty days after the end of the applicable period

230-40-821 House-Banked General Accounting Records

- Must maintain a complete set of records detailing the activities related to the conduct of the licensed activity
- Legible, accurate, and complete records of all transactions related to the revenues and cost of the gaming operation
- Double entry system of accounting
- Detailed, supporting, and subsidiary records shall be maintained
- Records of all NSF checks/write-offs
- Statistical game records
- Property investment records
- Accounts payable by the gaming operation
- Records of purchase, receipt, and destruction of all cards and gaming chips
- Record of services provided

230-40-890 Signature Requirements

Each transfer of cash, coins, or chips shall be documented and verified by signatures of individuals responsible for applicable records. A record of authorized signatures shall be maintained for all employees of a Class HB card room authorized to approve transfers of cash, coins, and chips.

Signatures shall include:

- At least, the signer's first initial and full last name
- Printed title and employee number
- Verified by Accounting department by review of picture identification
- Completed signature cards shall be maintained in a dated card file, sorted by department, listed alphabetically by name on file, in the accounting office with a copy in the cashier's cage
- Signature cards shall be securely stored in the Accounting department

230-08-040 Sales Invoices Required – Minimum to be Recorded

Information on sales or transfer of gambling equipment shall be required for the following:

- Card Room Forms
- Type of Form and Quantity of forms
- Beginning/ending serial numbers

All other gambling equipment

- Trade name of device and type of device
- Serial number and WSGC stamp number

All invoices and receipts must be maintained for three years

230-40-895 Key Control Requirements and Procedures

The following restrictions and operating procedures shall apply for control of card room keys

- Each licensee shall install and maintain key control boxes
- Have keys easily identifiable, labeled, and displayed individually
- Individual key control boxes shall be maintained by the gaming operations, accounting, security and surveillance departments
- Access to key control boxes shall be limited to licensed employees responsible for overall supervision of the operation for which the box is maintained.
- A master key box may be maintained with access strictly limited
- A key control log shall be used to record the issuance of and return of all keys. The key log shall be maintained in the prescribed format
- Keys to secure the contents of each key box shall be strictly controlled

230-40-825 Closed Circuit Television System Requirements and Procedures (CCTV)

All activities related to the operation of card games shall be closely monitored. Critical activities related to house-banked card games, player-supported progressive prize contests and assessment of fees based on amounts wagered (rake method) shall be monitored by use of a closed circuit television system and a video recording.

All activities within the gaming facility shall be closely monitored by means of closed circuit television.

The following areas must be under surveillance:

- The gaming conducted at each table
- Activities in each pit
- Patron identification at each table
- Table bank, wagers, card values
- Operations of Cashier's Cage
- Entrance to Cashier's Cage
- The count process
- Movement of chips/cash/drop boxes
- Entrances/exits to gaming facility
- Other areas as designated by the Commission
- Cameras must be installed to prevent obstructions, tampering, or disablement
- Pan, tilt, and zoom cameras used must be placed behind smoked domes, one-way mirrors, or similar materials
- Evaluate dealers

230-40-825 Recording Requirements:

Analog:

- Each camera must be recorded on its' own VCR
- Each recording shall have time/date insertion capabilities.
- Recording/playback shall be no less than 20 frames per second
- Time/date shall not obstruct the recorded view
- Sufficient monitors to simultaneously display multiple card tables, cashier's cage, count room, and views of any dedicated camera

Digital:

- All images shall be recorded on a hard drive
- Recording systems shall be locked by the manufacturer to disable the erase and reformat functions to prevent access to system data files
- System must provide uninterrupted recording of surveillance
- System shall be capable of copying original images maintaining the original native format
- Images shall be stored at a rate of not less than 25 images per second
- Resolution shall be 640 X 480 or higher
- Images shall be stored in a format that is readable by commission computer equipment
- Images shall be stored in a format that contains a method to verify the authenticity of the original recording and copies
- Recorded images shall include the accurate time and date the video was originally recorded
- Previously recorded material may be overwritten after seven continuous days of gaming
- Recording systems shall be equipped with an uninterruptible power source to allow a proper system shutdown

The surveillance room shall do the following:

- Control access
- Employee present during all times the card room is operating and during the count process. The licensee may allow the surveillance room to operate without staff for up to thirty minutes per shift for breaks
- Exception: Phase I, licensed for five or fewer tables may operate without staff

Employees demonstrate knowledge of:

- Operating surveillance systems
- Rules and procedures for all the games being played
- Procedures for all employees of the gaming operation
- Shall utilize the sign in log upon entering/exiting the surveillance room
 - A record of all surveillance activities shall be maintained and the log shall include:
 - Date/time of surveillance
 - Person initiating surveillance
 - Reason for surveillance
 - Time surveillance terminated
 - Results of surveillance
 - Record of equipment/camera malfunctions
 - Surveillance log available for inspection
 - Tapes retained for 7 full days
 - 7 days on shelf and 1 day in machines
 - Evidence/jackpot pay-outs over \$3,000.00 shall be retained for at least 30 days
 - Entrance into surveillance room not observable from gaming area

230-12-045 Promotions

All promotions or schemes associated with card games must follow these procedures and restrictions:

- All players must have an equal opportunity to participate
- A promotion may provide an initial opportunity to engage in a gambling activity for free or at a discount
- The value of the promotional items cannot exceed fifty dollars per person
- Promotions shall not consist of schemes in which the prize or end result is an additional opportunity to engage in a gambling activity regulated by the commission
- Gambling activities and related promotions shall not be combined in any way with promotional contests of chance, as defined in RCW 9.46.0356
- Detailed records must be maintained including any coupons redeemed

230-40-823 Housed-banked Card Games – Financial Audits Required

Each licensee operating house-bank card games with gross receipts in excess of five million dollars per year shall have their financial statements examined by a licensed, independent certified public accountant (CPA) for each fiscal year. A copy of the report and financial statements shall be submitted to the commission no later than one hundred twenty days after the conclusion of the year.

CARD TOURNAMENTS WAC 230-40-055

A. Who / what is not required to have a tournament license?

1. Non-profit organizations with a Class A or B license, or a commercial stimulant business with a Class A, B, E, F or HB license can conduct a tournament without a tournament license. Provided, these licensees can only conduct a tournament for card games authorized under their specific license class.

Class B licensees are limited to only Hearts, Rummy, Pitch, Pinochle, and / or Cribbage.

Any other organization or business wishing to conduct a card tournament must obtain a Class C Tournament license.

B. Who / what is required to have a tournament license?

1. A class D card room licensee (as well as any other eligible premise) must obtain a card tournament license before they can conduct a card tournament in which the players are charged a fee to enter.

C. General Tournament Rules:

1. The licensee must notify the Commission ten days in advance of any tournament where the single or multiple buy-in exceeds \$100, including all separate fees for various phases or-events of the tournament. All such tournament rules will be submitted to the Commission for approval.
2. All tournament rules shall be posted where all tournament participants can see and read them.
3. Tournaments shall not exceed thirty (30) consecutive days.
4. No tournament may utilize more than five tables. The class E commercial stimulant licensee is limited by their number of licensed tables.
5. An entry fee shall not exceed \$100.00 total. The amount must include all fees connected with the tournament. Entry into a tournament may be based on accumulating prior hours of play as long as the value of that time does not represent more than \$100.00. If a player accumulates more time than the \$100.00 allowance, the player may not receive additional free chips or points. All players must compete on an equal basis.
6. Buy-ins, or the additional purchase of chips beyond those provided by the entry fee, is authorized. The total buy-in per player may not exceed \$400.00.
7. Chips may be redeemed only for prizes and shall have no monetary value. The licensee may award prizes in excess of entry fees collected.
8. No participant may enter the same tournament more than once. No participant may purchase another seat at the tournament to "sell".

D. Record Keeping Requirements

1. The amount of fees collected and the number of all participants for each tournament shall be entered on a daily control sheet. This shall also provide a space for the time and date the tournament starts. A sample of the required format for keeping tournament records is attached.

NOTE: This format must be used for all tournaments, not just those requiring notification to the Commission (over \$100 buy-in).

2. For licensees who obtain a specific tournament license, but normally do not maintain daily control sheets, a record of the amount of fees collected and the number of participants must be kept in a / the Commission approved format.
3. A record of all prizes awarded along with the price paid for each prize and complete name and address of winning participants will be maintained in a format approved by the Commission.
4. All fees paid to enter a tournament are reported as gross receipts. If an operator prepares and provides food and drink items to all tournament entrants on the licensed premises as a part of their entry fee, the fair market value of the food and drink provided shall be considered as food and drink for on-premises consumption and not included in the gross receipts.

NOTE: The cost per player for the food and drink may not exceed \$25 or 50% of the entry fee, whichever is greater.

5. All records generated at the tournament must be kept for a minimum of three years.

For Class A, B or E licensees



WASHINGTON STATE GAMBLING COMMISSION

CARDROOM DAILY CONTROL SHEET

0387194

NAME OF LICENSEE Calypso Cardroom DATE 03-18-1998

RECONCILIATION
OF CASH AND
CHIPS

CASH OPENING COUNT—CASH AND CHECKS \$ 500.00 (1)
PLUS TOTAL CUMULATIVE FEES COLLECTED 1,027.00 (2)
LESS CASH REMOVED/PLUS CASH ADDED (ATTACH SCHEDULE) 0 (3)
EQUALS WHAT CASH SHOULD BE (1)+(2)+or-(3)=(4) 1,027.00 (4)
ACTUAL CLOSING COUNT—CASH AND CHECKS 1,023.00 (5)
CASH OVER/(SHORT) (4-5=6) 4.00 (6)

CHIPS COLOR	Red	Blue	White	Yellow	Tournament
VALUE	50¢	\$1.00	\$5.00	\$10.00	No Value
OPENING COUNT	1000	4995	2000	2000	5000
CLOSING COUNT	998	5000	2000	2000	5000
CHIPS OVER/(SHORT)	<2>	+5	0	0	0

Fee Per 1/2 Hour	TABLE 1		TABLE 2		TABLE 3		TABLE 4		TABLE 5		FEES COLLECTED	
	FEES COLLECTED	No. of Players	FEES COLLECTED	No. of Players	FEES COLLECTED	No. of Players	FEES COLLECTED	No. of Players	FEES COLLECTED	No. of Players	Subtotal	Cumulative
6:00												
6:30												
7:00												
7:30												
8:00												
8:30												
9:00												
9:30												
10:00	5	6*	0	0	0	0	0	0	0	0	5	5
10:30	5	6*	0	3	0	0	0	0	0	0	5	10
11:00	6	7*	0	3	0	0	0	0	0	0	6	16
11:30	7	7	5	6*	0	0	0	0	0	0	12	28
12:00	7	7	6	6	House receipts \$400.00						413	441
12:30	7	7	6	6							13	454
1:00	7	7	6	6	Tournament						13	467
1:30	6	6	6	6							12	479
2:00	6	6	6	6	Tournament						12	491
2:30	6	6	6	6							12	503
3:00	6	6	6	6	Tournament						12	515
3:30	8	8	6	6							14	529
4:00	8	8	6+1	6+1	Tournament						15	544
4:30	8	8	7	7							15	559
5:00	8	8	7H	7H	Tournament						16	575
5:30	8	8	8	8							16	591
6:00	8	8	8	8	7	7	8	8	2	4	33	624
6:30	8	8	8	8	7	7	8	8	3	6	34	658
7:00	8	8	8	8	7	7	8	8	3	6	34	692
7:30	8H	8H	8	8	7H	7H	8	8	3.50	7	36.50	728.50
8:00	9	9	8	8	8	8	8	8	3.50	7	36.50	765.00
8:30	10	10	8	8	8	8	8	8	3	6	37	802
9:00	11	11	8	8	8	8	8	8	3	6	38	840
9:30	11	11	7	7	6	6	8	8	0	0	32	872
10:00	11	11	7	7	0	0	8	8	0	0	26	898
10:30	11	11	7	7	0	0	7	7	0	0	25	923
11:00	9	7	7	7	0	0	6	6	0	0	22	945
11:30	8	8	7	7	0	0	5	5	0	0	20	965
12:00	8	8	7	7	0	0	5	5	0	0	20	985
12:30	10	10	10	10	0	0	0	0	0	0	20	1005
1:00	8	8	6	6	0	0	0	0	0	0	14	1019
1:30	8	8	0	0	0	0	0	0	0	0	8	1027(2)
PERSON(S) PREPARING REPORT PRINT NAME												
FRED EMPLOYEE												
SUE WORKER												
JOE OWNER												
SIGNATURE												
Fred Employee												
Sue Worker												
Joe Owner												
HOURS WORKED												
10A-6P												
12A-8P												
6P-2:00												

THE NAME OF HOUSEPLAYERS PLAYING IN THE GAME MUST BE RECORDED ON THE CARDROOM DAILY RECORD—HOUSEPLAYERS FORM GC 2-120 AND ATTACHED TO DAILY CONTROL SHEET

WASHINGTON STATE GAMBLING COMMISSION
SUMMARY OF PARTICIPANTS & BUY-INS

Page 1 of 1

Licensee: CALYPSO RESTAURANT Date: 3/18/98

Name of Entrant	Initial Buy-in	1	Additional 2	Buy - ins 3	4	5	Total (1) Buy-ins
1. TIM MCGYVER	\$50.00	\$50.00					\$100.00
2. KIM LEE	50.00	50.00	50.00				150.00
3. DOUG FISHER	50.00						50.00
4. DON HENDRICKS	50.00	50.00					100.00
5. RICK BAKER	50.00	50.00					100.00
6. BILL JONES	50.00	50.00	50.00				150.00
7. TONY HILL	50.00	50.00	50.00				150.00
8. TERRY SMITH	50.00	50.00					100.00
9. JOE HOWARD	50.00	50.00	50.00	50.00			200.00
10. RON HOUSTON	50.00	50.00	50.00				150.00
11. KELLY JOHNSTON	50.00	50.00					100.00
12. MARK PHILLIPS	50.00	50.00					100.00
13. MIKE BROWN	50.00	50.00	50.00				150.00
14. ART JABLONSKI	50.00	50.00					100.00
15. BUCK WILLIAMS	50.00						50.00
16. BOB ROLLINS	50.00	50.00					100.00
17. GREG TALBERT	50.00	50.00					100.00
18. GARY PRESTON	50.00	50.00	50.00				150.00
19. LOWELL RIDDER	50.00						50.00
20. RICH LONG	50.00						50.00

TOTALS: \$ 1000.00 \$ 800.00 \$ 350.00 \$ 50.00 \$ 0.00 \$ 0.00 \$ 2200.00

(2)

(1) Total Buy-ins shall not exceed \$200 per entrant.

(2) IMPORTANT-All buy-ins received must be awarded as prizes to entrants. Total prizes awarded on Card Tournament Summary Form GC2-301 must be equal to or greater than total buy-ins received from entrants. See instructions or WAC 230-40-055.

GC2-302 3-90

**WASHINGTON STATE GAMBLING COMMISSION
CARD TOURNAMENT SUMMARY**

NOTE: Tournament Summary must be attached to Daily Card Room Control Sheet.

LICENSEE: Colypso Cardroom

DATE: 3/18/9x

I. GROSS GAMBLING RECEIPTS COMPUTATION:

A. NUMBER OF ENTRANTS	B. ENTRY FEE	C. TOTAL ENTRY FEES COLLECTED	D. FOOD AND DRINK OFFERINGS	E. GROSS GAMBLING RECEIPTS
<u>20</u>	<u>\$ 25</u>	<u>\$ 500.00</u>	<u>\$ 100.00</u>	<u>\$ 400.00 (1)</u>

(1) Gross receipts are to be added to the cumulative fees collected for the day.

II. TOTAL PRIZES AWARDED:

A. ENTRY FEES USED FOR PRIZES	: <u>\$ 100.00</u>
B. OTHER CASH MDSE PRIZES	: <u>50.00</u>
C. TOTAL PRIZES AWARDED	: <u>150.00</u>
D. BUY-INS RETURNED AS PRIZES	: <u>2200.00</u>
E. TOTAL PRIZES AND BUY-INS AWARDED	: <u>\$ 2350.00</u>

III. WINNERS LIST-(Include winner's complete Name, Address, and Zip code)

	NAME	ADDRESS	PRIZE
1.	<u>Bill Jones</u>	<u>123 W. 43rd Seattle 98134</u>	<u>\$ 1,000.00</u>
2.	<u>Tommy Hill</u>	<u>601 Central Kent 98013</u>	<u>750.00</u>
3.	<u>Joe Howard</u>	<u>23105 E 8th Bellevue 98005</u>	<u>400.00</u>
4.	<u>Marsha Brown</u>	<u>129E Rowan, Spokane 99208</u>	<u>200.00</u>
5.			
6.			
7.			
8.			
9.			
10.			

A. TOTAL PRIZES : \$ 2350.00

B. COST OF PROMOTIONAL MATERIAL : \$ 40.00

C. TOTAL CASH & MDSE PRIZES : \$ 2390.00 (3)

Jimmy Owens

SIGNATURE OF PREPARER

3/18/9x

DATE

(3) Note: Total prizes must equal or exceed the total buy-ins.

Washington State Gambling Commission

Summary of Participants and Buy-Ins

Licensee: _____ Date: _____

Name of Entrant	Initial Buy-In	Additional Buy-Ins					Total Buy-Ins (1)
		1	2	3	4	5	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
TOTALS	\$	\$	\$	\$	\$	\$	\$

(2)

(1) Total Buy-ins shall not exceed \$400 per entrant.

(2) **IMPORTANT:** All buy-ins received must be awarded as prizes to entrants. Total prizes awarded on *Card Tournament Summary* (Form GC2-301) must be equal to or greater than the total buy-ins received from entrants. See instructions or WAC 230-40-055.

WASHINGTON STATE GAMBLING COMMISSION CARD TOURNAMENT SUMMARY

NOTE: This tournament summary must be attached to Daily Card Room Control sheet.

Licensee: _____ Date: _____

I. Gross Gambling Receipts Computation:

A.	Number of Entrants	B.	Entry Fee	C.	Total Entry Fees Collected	D.	Food & Drink Offerings	E.	Gross Gambling Receipts (1)
		X		=		-		=	
		X \$		= \$		- \$		= \$	

II. Total Prizes Awarded:

A.	Entry Fees Used For Prizes	\$	_____
B.	Other Cash / Mdse. Prizes	\$	_____
C.	Total Prizes Awarded	\$	_____
D.	Buy-Ins Returned As Prizes	(2) \$	_____
E.	Total Prizes and Buy-Ins Awarded	\$	_____

III. Winners List: (Include Winner's Complete Name, Address, and Zip Code.)

	<u>Name</u>	<u>Address</u>	<u>Prize</u>
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
6.	_____	_____	\$ _____
7.	_____	_____	\$ _____
8.	_____	_____	\$ _____
9.	_____	_____	\$ _____
10.	_____	_____	\$ _____

A.	Total Cash Prizes	\$	_____
B.	Cost of Promotional Material	\$	_____
C.	Total Cash & Mdse. Prizes	(3) \$	_____

Signature of Preparer: _____ Date: _____

Footnotes:

- (1) Gross Gambling Receipts are to be recorded on *Daily Card Room Control Sheet* for the time and date the card tournament begins.
- (2) This amount must agree with the total buy-ins recorded on form GC2-302.
- (3) NOTE: Total prizes must equal or exceed the total buy-ins.

CARD TOURNAMENT SUMMARY INSTRUCTIONS

This summary is required by WAC 230-40-055. Please read these instructions carefully.

I. Gross Gambling Receipts Computation:

- A. *Number of Entrants* – Enter the number of entrants participating in the card tournament.
- B. *Entry Fee* – Enter the entry fee charged to each entrant to participate in the card tournament. Note: The maximum allowed is \$100 per entrant.
- C. *Total Entry Fees Collected* – Multiply the number of entrants by the entry fee collected.
- D. *Food and Drink Offerings* – Enter the total fair market value of food and drink items provided to all tournament entrants as part of their entry fee. The fair market value of the food and drink provided shall not exceed \$25 or 50% of the entry fee and shall be treated as sales of food and drink for commercial stimulant purposes.
- E. *Gross Gambling Receipts* – Enter the total entry fees collected less the total fair market value of food and drink items provided if any. Enter the total gross gambling receipts on the *Daily Card Room Control Sheet* for the date the card tournament was held, and on your quarterly card room activity report. Also record the time the card tournament began and ended.

II. Total Prizes Awarded:

- A. *Entry Fees Used for Prizes* – Include the total entry fees returned to players as prizes.
- B. *Other Cash / Merchandise Prizes* – Add total of all other cash prizes and / or the actual cost of merchandise prizes awarded. Indicate whether the prizes awarded are in cash or merchandise.
- C. *Total Prizes Awarded* – Add the amounts recorded in I.A., I. B., and I.C. above. Enter the Total Prizes Awarded amount on line 2 of your quarterly card room activity report.
- D. *Buy-Ins Returned as Prizes* – Enter the total buy-ins returned as prizes. This amount must agree with the total buy-ins on form GC2-302.
- E. *Total Prizes Awarded and Buy-ins Awarded* – Add the total prizes awarded and the total buy-ins returned to entrants.

III. List of Winners:

Record each winner's complete name, address, and amount of prize won. Do not include the cost of promotional items.

- A. *Total Cash Prizes* – Total the amount of prizes awarded to all winners listed.
- B. *Cost of Promotional Material* – Add the actual cost of items provided to promote the card tournament; such as hats, tee-shirts, coffee mugs, etc.; to participants as part of their entry fees.
- C. *Total Cash & Merchandise Prizes* – Add lines III.A. and III.B. Total prizes must be equal to or exceed the total of all buy-ins received.

IV. Signature of Preparer:

- A. Enter the signature of the person preparing the summary and the date prepared.